



Executive Department

155 COTTAGE STREET NE., SALEM, OREGON 97310

DATE: July 16, 1986

TO: Oregon Community Development Grantees

FROM: *Yvonne Addington*
Yvonne Addington, Program Manager
Community Development Program - IRD

SUBJECT: Revised Exhibit F-4, Certificate of Completion Form of
Oregon Community Development (OCD) Grant Management Handbook

Please replace the attached Exhibit F-4, Certificate of Completion in your Grant Management Handbook. This revised Certificate of Completion follows the new cash request form. The use of the revised Certificate of Completion will be effective immediately.

Call your Project Manager/Coordinator if you have any questions.

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Instructions for Certificate of Completion

All program costs fall into one of the categories listed in Section C. Very few programs require more than five or six entries. Items C-1 through C-15 break down expenditures that may be computed using accounting records. Column (b) lists all funds in the original OCD budget, Column (c) lists costs paid with OCD funds, column (d) lists other paid costs. Sum of columns (c) and (d) is in Column (e). Complete all columns including C-15 through C-18.

In Section D, items D-1 through D-5 provide the steps used to determine the amount of money, if any, that must be returned to IRD.

Section E is used to explain unpaid costs or unsettled third-party claims. Use additional sheets if necessary.

In Section F, Proposed Accomplishment and Results, list original proposed accomplishments and corresponding results achieved. Be specific and list lineal footage of pipe layed, homes rehabilitated or jobs created.

Use Section G to explain any other problems or unfinished business associated with the grant. Sign the Certification in Part H.

Upon receipt and approval of the grantee's Certificate of Completion, and payment for excess grant funds if applicable, IRD will make final adjustments and close the grant account. IRD will monitor funds earmarked for the payment of unpaid costs and unsettled third party claims.